

| 37.5 hours 3 year position | Economic Development Coordinator | | Job Description |
|-------------------------------|----------------------------------|-----------------|---|
| Direct Report | Assistant Town Manager | Grade | 22 (Seasonal Chart) expected hiring range \$36.19 – \$39.96 per hr. |
| Department | Public Services | FLSA | Exempt |
| Division | Community Development | Bargaining Unit | Non-Union |
| Date | September 2016 | Location | Town Hall |

Summary

Professional, technical work advancing the Town of Reading's economic development activities, strategies and goals, recruiting and retaining businesses, increasing the commercial and industrial tax base, and working with multiple stakeholders to maintain economically-vibrant business districts to strategically position the Town to compete regionally for economic development.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Researches and develops brand marketing tools specific to the Town of Reading.
2. Coordinates the implementation of economic development priorities as identified in Town plans, policies and as assigned. Converts ideas into action plans to affect economic development outcomes.
3. Attends and participates in internal and external meetings, some of which may be before or after normal business hours.
4. Coordinates and participates in related special events.
5. Serves as primary contact for business development inquiries.
6. Cultivates and maintains strong, professional working relationships with a range of community stakeholders to support economic development.
7. Reviews current policies and suggests adjustments and changes to relevant Town staff.
8. Collaborates with community partners, stakeholders and Town staff to develop and promote goals and objectives contained within the Town's Economic Development Action Plan.
9. Develops, promotes and utilizes resources such as special events, social media, web based applications and other tools to enhance development and utilization of existing business opportunities and community programs.
10. Updates and publishes relevant information utilizing web based applications and other tools as needed to promote goals and objectives of ongoing projects including available locations for sale or lease.
11. Engages local and state business representatives and pursues grant funding opportunities.
12. Participates in pre-development review meetings to facilitate regulatory and permitting requirements for applicants.
13. Provides a limited range of customer service assistance as needed to applicants throughout the permitting process of development projects.
14. Maintains town-wide database of economic development information including current businesses, business leads and key contacts.
15. Maintains a business development tracking system on leads, inquiries, requests and projects throughout full life cycle of proposals and pre-development activities and prepares reports on outcomes.
16. Researches analyses and trends, and prepares corresponding reports and recommendations related to strategic economic development.
17. Implements business attraction, retention and expansion programs.
18. Serves as the primary contact for businesses location/relocation searches.

Cont.

Minimum Qualifications

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in business administration, political relations, urban planning and development or closely related field, and
2. Three (3) years of progressively responsible experience in municipal economic development, planning, real estate development or;
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
4. Valid Driver's License and registered motor vehicle available for regular use.

Applicant should be able to meet the requirements of the position as outlined in the Position Descriptions for Economic Development Coordinator. Applicant should submit an application, resume and cover letter stating their interest in the position, education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the
Human Resources Office, 16 Lowell Street, Reading, MA 01867 and
online at www.readingma.gov
until filled

A full Job Description is available upon request
Judith Perkins
Human Resources Director
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